

**JOB POSTING**  
**Member Services Assistant**  
December 3, 2014

**Position Reports to: Coordinator of Member Services**

Ministry with Community, a Kalamazoo based non-profit whose mission is to empower people to make positive life changes, is seeking a skilled Member Services Assistant to join their team! Ministry with Community serves people experiencing homelessness, poverty, mental illness, addiction and other personal crises by empowering them to make positive life changes! The Member Services Assistant will serve members (those we serve) at the front desk in accessing services and programs while reporting to the Front Desk Manager. Candidates should be comfortable working with a diverse population and compassionately and creatively adapt to their needs

**Essential Functions:**

- Assists members, volunteers and donors at the front desk
- Establishes working relationships with our members in order to best serve their needs
- Completes daily stocking and cleaning tasks.
- Ensures an environment of dignity and respect for all individuals
- Participates in departmental and organization-wide meetings on a weekly basis

**Qualifications:**

- 18 years of age or older
- Commitment to diversity and customer service
- At least one year of direct care human service and/or customer service experience
- Ability to effectively use a computer and Microsoft software

**Hours:** Will vary during open facility hours 6:30AM – 5:30PM 7days/week  
(must be available on some weekends and holidays)

**Wage:** \$8.50/hour

The above are a highlight of the position, however Member Services Assistant candidates may find a full job description at [www.ministrywithcommunity.org](http://www.ministrywithcommunity.org).

This position requires mandatory drug screening and a background check.

**To Apply:** Please submit your resume and letter of interest to:  
Coordinator of Member Services, 440 N. Church Street, Kalamazoo, MI 49007  
or email [admin2@ministrywithcommunity.org](mailto:admin2@ministrywithcommunity.org)

NO PHONE CALLS PLEASE

M/F/D/V

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